

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena MT 59604**

**VACANCY ANNOUNCEMENT**

June 13, 2007

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<b>TITLE:</b>	Drug Rebate Specialist
<b>POSITION NO:</b>	31023
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	13
<b>STARTING SALARY:</b>	\$27,949 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 27, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**TYPICAL DUTIES:** This position is responsible for the administration and successful operation of the Pharmacy Manufacturers Rebate Program for the Addictive and Mental Disorders Division (AMDD); supporting functions of the Medicaid Acute Services Section primarily in the areas of Pharmacy Manufacturers Rebate Program for Montana Medicaid; and reconciling historical pharmacy claim information in order to maximize manufacturer rebate for Montana Medicaid and the Mental Health Services Plan.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of accounting and budgeting; management principles; social and medical service delivery; reimbursement systems; research and policy analysis principles; medical terminology and coding.

**Skills:** Skill in organization; oral and written communication; conflict resolution; and analytical theory.

**Abilities:** Ability to work independently; interpret and apply laws, rules, and regulations in the Medicaid program; use a personal computer to analyze spreadsheet files, and database applications; evaluate program performance and design and implement a corrective action plan; and establish effective working relationships with staff, other managers, providers, other agency personnel, provider associations, recipients, recipient

organizations, legislators, federal representatives and the public.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in a business related field (i.e. accounting, financial management, business administration) or a health related field **AND** one year of experience in a financial management health policy field. Post-secondary level training in accounting, financial management or experience in medical billing, medical records and coding may substitute for experience on a year-for-year basis. Equivalent progressively responsible experience can substitute for formal education on a year-for-year basis. Other combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees' retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection

process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Drug Rebate Specialist

Position: #31023

Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

Please limit response to no more than two typewritten pages.

1. Describe, in detail, your experience pertaining to financial management, accounting or healthcare claims and explain how you would use this experience to further the department's Drug Rebate Program. Describe, in detail, your skills and abilities that would make you the best candidate for this position.

Please limit your response to no more than two typewritten pages.